



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

July 3, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PROCEDURES FOR APPROVING COUNTY ACCEPTANCE OF FOREIGN CONSULATE IDENTIFICATION CARDS

On January 14, 2003, your Board adopted a policy that: 1) authorized all County departments, in their normal course of operation and interaction with the public, to continue to accept the Matricula Consular Identification Card for identification purposes only; 2) authorized the Chief Administrative Officer to approve acceptance of other foreign consulate identification cards as valid photo identification, based on established criteria; and 3) instructed the Chief Administrative Officer to advise the Board of any such additional identification cards accepted.

Over the past year, this office has been in contact with several foreign consulates who either currently issue consulate identification cards or plan on doing so in the near future, and who have indicated an interest in having the County accept their consulate identification cards as valid identification. In fact, the Consul General of the Argentine Republic has been the first to make an official request to have their consulate cards accepted by the County pursuant to the new Policy. Consistent with the Board adopted Policy, the Chief Administrative Office has prepared procedures for approving County acceptance of foreign consulate identification cards, and advising your Board. The attached outlines the procedures for your review.

As stipulated in the Policy, we will be providing an annual review of the use of consulate cards by departments in December, which will include training provided and information on any operational issues. By copy of this memorandum, each department is requested to monitor the acceptance of foreign consulate cards in order to assist this office in providing

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your Board with the annual review; a survey requesting information on operational issues will be sent to each department later this year. In addition, the initial annual review will address the issue of the appropriateness and feasibility of conducting background checks and/or obtaining fingerprints along with the issuance of consulate cards.

If you have any question regarding the procedures, please call me or your staff may call Jerry Ramirez at (213) 974-4282. Unless otherwise instructed, this office will proceed to implement the Procedures outlined in the attachment.

DEJ: LS
MKZ:JR:os

Attachment

c: All Department Heads

**PROCEDURES FOR APPROVING COUNTY ACCEPTANCE OF
FOREIGN CONSULATE IDENTIFICATION CARDS**

1. Any consulate interested in having their Foreign Consulate Identification Cards (FCID) accepted by the County of Los Angeles must first contact the Chief Administrative Office (CAO).
2. A meeting with the consulate will be scheduled for purposes of presentation of their FCID. CAO staff will require the following information to be provided:
 - a. Example of FCID to be issued. Each FCID must have the following features:
 - Recent photograph
 - Date of birth
 - Height and weight
 - Current address
 - b. Information of how cards are issues.
 - c. Information on security features.
3. The Sheriff's International Liaison Section will assist in determining adequacy of security features.
4. After all information has been provided, the CAO will notify each Board office via memorandum on the proposed request. Board members will be provided three weeks to place the matter on a Board Agenda, if they so desire.
5. Unless a Board member places the FCID request on a Board Agenda within three weeks of the CAO's notice, the CAO will render a decision to accept or not accept the FCID and inform the Board of Supervisors of the decision.
6. If the CAO accepts the FCID, all affected departments shall be notified that they may now accept the FCID as valid ID for County services. The consulate for the country issuing the FCID will be responsible for providing training to County employees on FCID features.